

Training module



SYLLABUS This training is about helping managers to have a work/life balance so that they can work more efficiently and enjoy leisure time with family and friends too.

Logistics:

Date: 29 October 2011

Venue: Sheraton Hotel

Target Audience: All middle and upper level managers of every department

Organization: ABC

Purpose:

Over the time, the graph of extra hours per week by employees is rising with a steep curve. When compared to late 1960s, an average American spends additional time of about 6 hours extra in a 40 hours week per year on the job (Schor, 1992). Similarly even four years back it was 3 hours extra in a 40 hours week (Bond et al.).

Same is the case with ABC organization. Managers are juggling with their work and personal lives. This effect is permeating in the entire organization and employees are finding it hard to keep a balance in their lives. The purpose to design this training is to help the managers find a balance in both of these aspects: work and personal life.

Objectives:

The objectives for managers is to be able to

- 1- Assessing the need to have a balance in their professional and personal lives.
- 2- Exert more control over their time and energy.
- 3- Create an environment for their subordinates where no one sits late and keeps a balance in their lives.

4- Develop strategies for upgrading the quality of our life and work.

COURSE OUTLINE

1. Introduction(90 minutes)
 - A. Course Overview
 - B. Assessing work/life balance
 - C. Creating life and work goals
2. Managing time & energy(150 minutes)
 - A. Understand the Basics
 - B. Time management skills
 - C. Maintaining concentration in pressure
3. Strategies for coping with work/life (150 minutes)
 - A. Coping with too much work
 - B. Coping with personal lives
 - C. Ways you can speed up your work process
4. Enabling others (120 minutes)
 - A. Understanding your employee needs
 - B. Creating a balanced environment

Resources Required:

Charts, Plain white papers, pens, Rope, Ball, Tape, Scissor

COURSE PURPOSE (for instructor)

I chose this subject because Work/life balance is a very important issue in our corporate world. I find this area very interesting and I believe I can deliver training on this topic. The program is designed for middle and upper level managers of ABC Company. I foresee that with the help of this program managers will be able to create a balance in their professional and personal lives, also enable their teams to understand their work/life boundary.

<https://assignbuster.com/training-module-essay-samples/>

Bibliography

Schor, J. B. (1992). " The overworked American: The unexpected decline of lei-sure." New York: Basic Books.

HILL, E. JEFFREY, et al. " INFLUENCES OF THE VIRTUAL OFFICE ON ASPECTS OF WORK AND WORK/LIFE BALANCE." Personnel Psychology (2006): 667-668.